PERSONNEL COMMISSION
LONG BEACH COMMUNITY COLLEGE DISTRICT

MEETING MINUTES
April 20, 2009, 5:00 p.m.
Room V111, Building V, Liberal Arts Campus

CALL TO ORDER
Mr. Thorpe called the regular session to order at 5:03 p.m.

PLEDGE OF ALLEGIANCE
Mr. Gaylord led the audience in the Pledge of Allegiance.

CLOSED SESSION
Pursuant to Section 54957 of the California Government Code, discussed appointment, employment, discipline or dismissal of public employees. No action was taken during closed session.

ROLL CALL
Commissioners Richard Gaylord, Jeannine McManigal-Ball, and Darwin Thorpe were present.

APPROVAL OF MINUTES
Motion to approve the minutes of April 6, 2009, made by Ms. McManigal-Ball; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS
None.

NEW BUSINESS
Julie Kossick, Director of Human Resources, submitted for approval an increase in assignment from 45% to 65% for Maria Colon Droz, Assessment Coordinator.

Increase in Assignment -
Maria Colon Droz, Assessment Coordinator

Extension of Eligibility List -
Administrative Assistant
Ms. Kossick submitted for approval an extension of the Administrative Assistant eligibility list. Ms. Kossick explained that that the list expired on April 20, 2009, and has 15 ranks remaining. Extending the list for an additional six months would facilitate prompt assignment to future vacancies.

Hurtie Chukwudire, LBCCE/AFT Acting President, asked the Commission if there were any Administrative Assistant positions currently vacant. Ms. Kossick said that at the moment the decision to extend the expiration date of the list was made, there were no requests for the classification. She stated that currently there are a few Administrative Assistant vacancies that need to be filled.

Motion to approve made by Ms. McManigal-Ball; seconded by Mr. Gaylord. Motion carried 3/0.

Eligibility Lists
Ms. Kossick submitted for approval the eligibility list for Office Assistant (#09-024).

Mr. Gaylord commented on the increase in numbers of qualified applicants in recent recruitments. Ms. Kossick stated that due to the
economy, highly qualified applicants are applying for entry-level positions.

Mr. Gaylord asked Ms. Kossick if online applications were being completed in their entirety by applicants. Ms. Kossick said that online application submissions had increased from last year. She explained that the major problem with online applications is that some applicants do not realize that supplemental questions are part of the application and examination process and fail to complete this requirement.

Motion to approve made by Mr. Gaylord; seconded by Ms. McManigal-Ball. Motion carried 3/0.

INFORMATIONAL ITEMS
Next Meeting

Mr. Thorpe announced that the next meeting is scheduled on Monday, May 4, 2009, at 5:00 p.m. in the Board Room, Building I at the Liberal Arts Campus (LAC).

COMMENTS FROM THE STAFF

None.

COMMENTS FROM THE COMMISSIONERS

None.

COMMENTS FROM THE AUDIENCE

Ms. Chukwudire addressed the Commission on her concern regarding the change of dates of the Personnel Commission Rules and Regulations Committee meetings.

Mr. Thorpe commented on the importance of Union participation in reviewing and revising the Personnel Commission rules and regulations and appreciated their cooperation. Ms. McManigal-Ball agreed. Mr. Gaylord reiterated the importance of Union representation at these meetings.

Ms. Chukwudire clarified that she had not had a chance to meet with Ms. Kossick to review the agenda before a Personnel Commission meeting, as she usually does, If she would have, she would have addressed her concern then.

ADJOURNMENT

Mr. Thorpe adjourned the meeting at 5:22 p.m.